



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date: June 4, 2015

Job Title: Civil Assistant

PIN: 059949

Location: Circuit Court for Baltimore City
Baltimore, Maryland

Closing Date: June 18, 2015

Position Type: Regular Full Time

FLSA Status: Non- Exempt

Grade/Salary: J06 \$30,761 - \$36,447

(Depending on Qualifications)

Financial Disclosure: No

Essential Functions: Works in all areas of the Civil Department. Processes and maintains civil case files by reviewing pleadings, typing docket information and establishing case file folders for the documents. Processes mail to maintain civil case file. Assists the public and attorneys by providing information about the status of cases or Clerk's Office procedures both at the counter and by telephone. Prepares civil summonses and other writs. Indexes new cases and judgments using a computer keyboard. Serves as a cashier as needed. Performs all other functions of the civil assistant position.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Preferred: Previous legal experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to learn and apply job-related terminology, policies, procedures, regulations and laws and to define problems, collect data, establish facts, record data, appropriately complete forms and provide information to customers. Ability to interpret comments and notations and record essential information. Ability to set priorities and simultaneously process multiple duties and responsibilities. Ability to operate a cash register and have math skills necessary to calculate fees. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data entry test, each test not to exceed 5 minutes. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for materials sent to any other address.

Circuit Court for Baltimore City
Room 446 Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.